

# MEMORANDUM

## IDAHO DEPARTMENT OF LABOR



**DATE:** September 16, 2003

**WIAB 03-03**

**TO:** Local Workforce Investment Areas

**FROM:** Cheryl A. Brush, Chief, Workforce Systems

**SUBJECT:** New Requirement to Attach an Invoice to WIA Purchase Agreement/ITA  
(form WIA-04)

The Department of Labor's Accounting Bureau has adopted a new policy requiring that an invoice be attached to the WIA Purchase Agreement/ITA (form WIA-04) for all payments to vendors and reimbursements to participants. The most recent revision to the WIA Purchase Agreement/ITA (form WIA-04) form incorporated language to this effect.

Because it was only in rare instances that invoices did not accompany the WIA Purchase Agreement/ITA (form WIA-04), this change is not expected to generate any significant issues. In the isolated or unusual circumstance where an invoice is unavailable, please contact your Grants Manager before forwarding the WIA Purchase Agreement/ITA (form WIA-04) to WIA Payroll staff.

Questions may be directed to your Grants Manager.